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FPM LET. 890-1(1)

UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

LETTER

Washington 25, D. C.

January 25, 1961

RH:IK:ms

FPM

SUB.

vees Health Benefits Program: New Standard Form 2809-A

Heads

Independent Establishments:

1. PURPOSE OF STANDARD FORM 2809-A

Standard Form 2809-A is designed to inform new employees of the different plans available to them and to provide them with general information about the health benefits program. (The term "new employees" includes those who otherwise become eligible for the first time to enroll in a participating health benefits plan.) This form will initially be supplied to Federal agencies without requisition through regular distribution channels during February 1961. A facsimile of the first page of this form is reproduced on page 4 of this letter.

2. ISSUANCE OF SF 2809-A TO EMPLOYEES

SF 2809-A is intended to provide employees with necessary information about the health benefits program PRIOR to their registration to enroll or not to enroll. Therefore, it should be given to new employees at the time they enter on duty.

(Continued next page)

INQUIRIES: Regional office or Bureau of Retirement and Insurance
Dudley 6-3333 (Code 129, Extension 3333)

CSC CODE: 890- Group Health Insurance (previous instructions on this
subject issued in D.C. 1024 and supplements)

DISTRIBUTION: FPM

61-8

FPM LET. 890-1(2)

3. INFORMATION TO BE NOTED BY EMPLOYING OFFICES ON SF 2809-A

Blank spaces are left in the form so that employing offices may insert the new employee's name and the earliest date that he can be covered for health benefits, as well as the date by which his completed Health Benefits Registration Form (SF 2809) must be in the employing office if coverage is to become effective by that date. (The effective date of coverage can be determined by reference to Section 89.4(a) and (b) of the Group Health Benefits Regulations.)

Agencies are urged to complete the blanks on Standard Form 2809-A for each new employee. This will assure an understanding by the employee of the time limits applicable to his situation. Each new employee should be encouraged to use the time before the date he must register to obtain the earliest possible coverage, to study the brochures in order to decide which is the best plan for him.

Employing offices should never indicate a preference for one plan or another or in any other way attempt to influence an employee in his selection of a plan. The employee, himself, must make this selection. Agencies should, of course, answer any questions an employee may have concerning the Health Benefits Program or a particular plan.

4. DISTRIBUTION OF BROCHURES

In addition to Standard Form 2809 and 2809-A, each employee eligible to register for health benefits must be given the brochures of the Service Benefit Plan and of the Indemnity Benefit Plan, both of which are Government-wide and open to all employees. Employees in areas served by a comprehensive medical plan(s) must also be given the brochure for that plan(s). Any employee who is eligible to join an employee organization and who requests the brochure of that organization's plan, must be given that brochure. The employee organizations participating in the Federal Employees Health Benefits Program are listed in SF 2809-A.

Agencies should assure that sufficient copies of all brochures are on hand in employing offices to meet the anticipated demand based on the above distribution procedure. Agencies should review membership requirements of employee organizations that are listed in Standard Form 2809-A to make sure they have brochures of all plans which their employees are eligible to join. If copies of the brochures are needed, agencies may submit requisitions to the Commission through regular channels during the month of February 1961. Thereafter, the schedule noted in paragraph 5 below will be followed. In case sufficient brochures are not immediately available for distribution, library copies (see C.S.C. Departmental Circular, Supplement 8) should be given to employees and additional copies should be ordered to replace the library copies and to meet future demand.

FTM LEP. 090-1(3)


5. ORDERING STANDARD FORMS AND BROCHURES

As with Standard Forms 2809, 2810, 2811, and 2812, SF 2809-A will be supplied without cost to Federal agencies. The schedule for submitting requisitions to the Commission for all Civil Service standard forms and brochures is January 15, April 15, July 15, and October 15. This schedule is a change from that shown in D.C. 1941, Supplement 17.

A six months' supply of forms and brochures should be requisitioned on the above dates by letter addressed to the Civil Service Division, U. S. Civil Service Commission, Washington 25, D.C.

6. FURTHER INFORMATION

Further information may be obtained from the Commission Regional Offices or in Washington by calling Docket 0-3333 (Code 129, Extension 3333).


Warren B. Irons
Executive Director

GPO 570447

Standard Form No. 2809-3
Chapter I-5 FPM
5 GAO 5000

Federal Employees Health Benefits Program

[Name of employee]

You have 31 days from the date of your appointment (or from the date you first become eligible) to enroll in a plan. Within that time you must turn in your completed Health Benefits Registration Form (Standard Form 2809-3).

_____ is the earliest date you can be covered for benefits. To be covered on this date, your registration form must be in your employing office by _____. If you register later in the 31-day period, your coverage will be delayed.

If you need any help or want any more information, get in touch with _____ in _____.

(Above blanks to be filled in by employing office)

January 1961

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UNITED STATES CIVIL SERVICE COMMISSION

FEDERAL PERSONNEL MANUAL SYSTEM

LETTER

Washington 25, D. C.

January 25, 1961

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FPM LETTER NO. 890-1

SUBJECT: Federal Employees Health Benefits Program: New Standard Form 2809-A

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Dudley 6-3333 (Code 129, Extension 3333)
CSC CODE: 890- Group Health Insurance (previous instructions on this
subject issued in D.C. 1024 and supplements)
DISTRIBUTION: FPM
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FPM LET. 890-1(2)

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Warren B. Irons
Executive Director

GPO 570447

Standard Form No. 2809-A
Chapter I-5 F.P.M.
6 GAO 5000

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[Name of employee]

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January 1961